Minute Taking Course

Course Syllabus for

1   What you learn

During the minute taking in meetings training you learn how to:

- Working with the chair
- Minutes preparation
- Summarising
- Formatting the agenda and the meeting minutes
- Taking good (but not copious) minute notes
- Writing clear meeting minutes

2   During the course you cover:

Taking meeting minutes – writing minutes – minute taking

- Purpose of meetings
- Purpose and styles of minutes
- Determining how much detail is needed
- Formats and content of the agenda
- Formats and content of the meeting minutes
- How to prepare for minute taking
- Who is responsible for what?
- Working with the chair – getting his/her help with your minute taking
- Listening skills
- Improving note taking
- Turning notes into meeting minutes
- Editing summary and action plans

3   Minute Taking – The Agenda

- The purpose content and structure of the meeting's agenda
- What the items mean
- Writing the agenda as a control tool for the chair
- Adequate and inadequate agendas

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4   Minute Taking – Format of Meeting Minutes

- What goes where?
- Making the minutes useful but easy to read
- Terminology such as in attendance, apologies, matters arising, committee business, any other business, etc.
- Coping with items like part-time attendance, in-hand, completed, etc
- Conventions

5   Minute Taking – Responsibilities and Preparation

- You and the chair – Who does what?
- Before, during and after the meeting
- Good preparation
- Building a working partnership

6   Minute Taking – Active Listening and Note Taking:

- Barriers to good listening
- What gets in the way?
- Overcoming the barriers
- Tips for improving listening when taking minutes
- Workable ideas for improving note taking
- Keeping up
- What to do when you get lost
- Using the 80:20 rule

7   Minute Taking – From Notes to Meeting Minutes

- A professional writer's technique to make writing minutes easier and better
- Writing the draft minutes – just one draft!
- Editing the draft minutes into the final version